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Office Memorandum • UNITED STATES GOVERNMENT

TO : Projects Review Committee

DATE: 22 August 1951

FROM : Comptroller

SUBJECT: Purchase of Warehouse Equipment

1. Reference is made to the attached memorandum, dated 8 August 1951, from the Procurement Office requesting additional funds for the purchase of one Corrugated Box Making Machine, two Mechanized Floor Sweepers, and one Floor Marker.

2. The purchase and operation of the Corrugated Box Making Machine would eliminate the time and material consumed in cutting down the boxes to size for shipping purposes, thereby freeing manpower for other duties in the warehouses. Approval of funds for the purchase of this machine is hereby recommended.

3. In view of the manpower and time used in the manual sweeping of the warehouses by laborers, and the indicated savings by use of the Floor Sweepers, it is recommended that funds be approved for the purchase of these machines.

4. It is recommended that funds for the purchase of the Floor Marker be approved. This machine is to be used for the marking of storage bays in the warehouses and could be utilized for the marking of Agency parking areas.

5. The Procurement Office's fiscal year 1952 Budget contains the amount of \$4,000 for equipment, necessary for the operation and maintenance of the warehouses. The additional funds requested for the above mentioned machines totalling \$19,100 can be made available within the total funds budgeted for the Agency for fiscal year 1952.

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E. R. SAUNDERSAttachment
